

# RECORDS RETENTION AND DISPOSITION SCHEDULE

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## ALL ARIZONA MUNICIPALITIES

Function:

Attorney, Municipal

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Arrest records (office copies)		-	-	2	After calendar year of arrest (Official copy at police dept.)
2	Case files:					
	a. Civil (except traffic)		-	-	3	After case closes
	b. Civil traffic		-	-	1	After case closes
	c. Condemnations		-	-	3	After case closes
	d. Criminal (except traffic)		-	-	1	After case closes
	e. Criminal traffic including DUIs		-	-	5	After case closes
	f. Zoning		-	-	3	After case closes
	<b><i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with State History and Archives Division (602-542-4159)</i></b>					
3	Contracts, leases and agreements (office copies)		-	-	1	After receiving copy for review (Official copy at municipal clerk's office.)
4	Legal opinions		-	-	10	After calendar year issued
5	Subpoenas and summons		-	-	1mo	After served
6	Victim assistance grants (State funded)		-	-	5	After fiscal year received
7	Covenants not to sue or not to enforce		-	-	6	After receipt of covenant
8	Tax liens		-	-	3	After lien is cleared
						<b>Supersedes Schedule Dated: October 10, 2001</b>

Approved by:

X GladysAnn Wells

Director, Arizona State Library, Archives and Public Records

Approval Date:

April 4, 2002

May 2002